

# ***Test Security Procedures 2015-2016***



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## ASSESSMENT CONTACT INFORMATION

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## OVERVIEW AND PURPOSE

**THE INFORMATION CONTAINED IN THIS MANUAL IS SUBJECT TO UPDATES PENDING REVIEW BY A CONTRACTED TEST SECURITY VENDOR IN THE FALL OF 2015.**

This manual (in accordance with NRS 389.616) is designed for district test directors, building principals, and school test coordinators. Test security procedures must be understood and adhered to by all district and school personnel involved in the administration or handling of materials related to state assessments. **Strict adherence to procedures protects the integrity of the State testing program, and ensures consistency in test administration, security of test materials, and the validity of scores.**

### Participation

Nevada's system for assessing students consists of different tests administered to students enrolled in public schools, including charter schools, in specific grades and specific programs. All students enrolled in public schools, including charter schools, at a grade level where a mandated test is administered statewide, must participate in test administration (NRS [389.550](#), [389.805](#), [389.807](#)).

Because participation rates for students are also used to determine Nevada Schools Performance Framework (NSPF) ratings (<http://nspf.doe.nv.gov/>), all public schools, including charter schools, must account for every student enrolled in grades 3 through 8, whether that student actually tests or not.

Federal and state requirements have been aligned so that **all** students must participate fully and meaningfully in the state assessments. Students with disabilities and students classified as English Learners (EL) must also participate and may use accommodations and/or designated supports, as appropriate. Additional information is available on the NDE website (<http://www.doe.nv.gov>).

### Private, Exempt, and Other Non-Public Schools

Students enrolled in private or exempt schools are not required to take the statewide examinations. However, private and exempt schools that have been granted a license or recognized as exempt by the Nevada State Board of Education may request to participate for a variety of reasons. EXAMPLE: Passing the High School Proficiency Examinations (HSPE) is an eligibility requirement for the Millennium Scholarship. For more information, go to [http://www.nevadatreasurer.gov/GGMS/GGMS\\_Home/](http://www.nevadatreasurer.gov/GGMS/GGMS_Home/).

In order to participate, private, exempt, and other non-public schools must meet the following requirements for each school year:

- Compliance with all private school statutory and regulatory requirements within NRS and NAC Chapter [394](#)

- Attendance at the annual Test Security and Administration Training Program for Private/Exempt Schools sponsored by the Nevada Department of Education
- Submission of a test security plan to the Nevada Department of Education at the beginning of the school year
- Submission of the principal's written assurance that the school will adhere to all required test security and administration procedures (See "[Assurances from Principals](#)" in the [Test Security Procedures](#) section of this manual.)
- Provision of annual test security and administration training for school personnel administering any of the tests and a refresher training for all relevant school personnel before each individual test
- Reading and following the procedures for each test administered within the school

Private, exempt, and other non-public school administrators must read and follow the procedures for each test administered within their schools. All test security and test administration procedures in this manual and all other manuals, including test coordinator manuals and test administration manuals, must be adhered to equally by private, exempt, and other non-public schools as well as by all public schools, including charter schools.

If private, exempt, and other non-public schools meet the requirements listed above, they may only test students who are currently enrolled. Students who are no longer enrolled in a private or public school and wish to take the HSPE must contact the Millennium Scholarship Office ([http://www.nevadatreasurer.gov/GGMS/GGMS\\_Home/](http://www.nevadatreasurer.gov/GGMS/GGMS_Home/)).

Test documents not returned in accordance with established deadlines to the designated testing company may not be scored and may be returned to the school. Private, exempt, and other non-public schools are responsible for distributing student test results to their students and for reporting those scores to the Millennium Scholarship Office. Instructions for reporting student test results to the Millennium Scholarship Office will be mailed to each school early in May by the Nevada State Treasurer's Office.

Private, exempt, and other non-public schools may lose the privilege of testing their students if they do not follow the test security and test administration procedures as established by the testing company and/or the Nevada Department of Education.

## **Home-Schooled Students**

Home-schooled students who are planning to apply for a Millennium Scholarship are required to pass the HSPE. Home-schooled students who wish to participate must test when public school students test and must make arrangements to take the examinations by notifying the district test director at least 30 days prior to the test date to ensure access.

To register with the local school district, parents or legal guardians of home-schooled students must complete the "[Registration Form for Home-Schooled Students](#)" located in the Appendix. Local school districts will receive the scores and will forward the results to the

students' home addresses. The home-schooled student scores will be reported separately from the school district's student scores and will not be included in district summary data. Additional information regarding the Millennium Scholarship Program is available at [http://www.nevadatreasurer.gov/GGMS/GGMS\\_Home/](http://www.nevadatreasurer.gov/GGMS/GGMS_Home/).

### **Reporting Student Test Results**

Reporting requirements for state assessments are as follows:

- Not more than 14 working days after the results of the examinations are reported to the Nevada Department of Education, the Superintendent of Public Instruction shall certify that the results of the examinations have been transmitted to each school district and each charter school. Not more than 10 working days after a school district receives the results of the examinations, the superintendent of each school district shall certify that the results of the examinations have been transmitted to each school within the school district.
- Not more than 15 working days after the school receives the results of the examinations, the principal of each school and the governing body of each charter school shall certify that the results for each student have been provided to the parent or legal guardian of the student.

## TEST SECURITY PROCEDURES

To ensure consistency in test administration and the integrity of the state testing program, proper test security procedures as outlined in this manual must be followed (required by [NRS 389.616](#)). Unless otherwise stated, test security procedures apply to all state-mandated test administrations, including actual (live) as well as field and pilot tests, and must be strictly adhered to.

All questions regarding test security must be directed to the Nevada Department of Education test security coordinator **through the district test director**. Written reports of testing irregularity (see [template](#) located in the Appendix) must be submitted to the district test director, who will review and forward the reports to the Department test security coordinator:

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### I. District Test Security Plans

The board of trustees of each school district shall adopt and enforce a plan setting forth procedures to ensure the security of all state- and district-mandated tests. This plan must encompass all public schools, including district-sponsored charter schools, in the district. By September 1 of each year, the plans must be submitted to the Nevada Department of Education, the State Board of Education, and the Legislative Committee on Education. The Nevada Department of Education will submit electronic copies of the district plans to the State Board of Education and the Legislative Committee on Education on behalf of the school districts. **Plans must be e-mailed to the test security coordinator at the Nevada Department of Education prior to the September 1 deadline.**

The district plan must be consistent with the procedures outlined in this document and must include the following criteria:

- Procedures by which students and other individuals may, and are encouraged to, report irregularities in test administration and test security
- The manner in which the school officials will contact the school district board of trustees regarding reports of testing irregularities and how the board will, in turn, notify the Department (includes the board identifying the district test director or other district official to act as its designee for reporting purposes)
- Procedures necessary to ensure security of test materials and consistency of test administration
- Procedures that each secondary school will use to verify the identity and eligibility of pupils taking an examination

- Procedures that set forth actions that must be taken in response to a reported irregularity in test administration or test security, including actions that must be taken during an investigation of the irregularity and identifying the individuals responsible for the actions in each category

In accordance with NRS [389.620](#), on or before September 30 of each year, the board of trustees of each school district and the governing body of each charter school shall provide a written notice regarding the examinations to the following individuals:

- All teachers and education personnel employed by the school district or governing body
- All employed personnel who are involved in test administration
- Pupils who are required to take the examinations
- The parents or legal guardians of these pupils

The written notice must be prepared in a format that is easily understood and must include a description of the following procedures:

- The district test security plan
- Action that may be taken against personnel and pupils for violations of the plan or for other testing irregularities

## **II. School Test Security Plans**

Each school participating in state assessments will produce a school test security plan that must be kept on file at the school site and the district office for three school years. Private, exempt, and non-district-affiliated schools must submit their plans to the Department of Education. (Plans for district-affiliated schools are not submitted to the Department.) The school plan must be consistent with the procedures outlined in the state and district plans and must include, but is not limited to, the following provisions:

- Site-specific provision for locked storage and access
- The manner in which test materials will be distributed, collected, and returned
- The names and titles of the individuals responsible for carrying out the procedures
- Procedures for handling students who require additional time for testing
- Procedures to ensure compliance with testing accommodation plans

**District and/or Department assessment personnel may conduct unannounced on-site observations or audits to verify implementation of school test security plans.**



### III. Training Requirements

In accordance with NRS [389.644](#), the Nevada Department of Education has established a program of education and training regarding the administration and security of state-mandated examinations.

**District test directors must certify that all school test coordinators and appropriate district personnel have participated in the Department's program of training. The Department may request proof of training as part of the investigative process.**

Upon approval by the Department, the board of trustees of a school district or the governing body of a charter school may establish an expanded program of education and training if the expanded program complies with the program established by the Department.

The board of trustees of each school district and the governing body of each charter school shall ensure that the state-established program of education and training be provided annually to the following individuals:

- All teachers and other educational personnel who provide instruction to pupils enrolled in a grade level that is required to participate in state examinations
- Other personnel who are involved with the administration of state examinations, including individuals who will be expected to administer or proctor an examination in the event the assigned test administrator and/or proctor should become unavailable during the day(s) of testing
- All other school personnel as the district or school deems necessary
- Student teachers, teacher's aides, emergency substitute teachers, and parent and community volunteers who may assist with proctoring an examination

A list of [definitions](#) and responsibilities for school personnel involved in test administration is included in the Appendix.

The principal of each school is responsible for **providing complete training annually in test security and test administration** for **all** school personnel. Schools must have a signature sheet indicating that school personnel and any others who assist in any way with the administration of state-mandated tests have been trained on proper administration procedures and security issues.

The principal of each school is also responsible for providing a refresher training prior to each state-mandated test administration focusing on specific requirements of the test being administered as well as an overview of test security procedures, taking into account the following requirements:

- Primary responsibility for test administration **must not** be given to unlicensed personnel, student teachers, teacher's aides, emergency substitute teachers, or parent and community volunteers.

- Only individuals who have received test security and administration training are allowed to administer or proctor an examination.
- Training must be designed to cover the following practices:
  - Instructions in proper handling of test materials
  - Instructions in proper test administration
  - Security procedures as outlined in this document
  - Additional security procedures as outlined in the district test security plan
- Information regarding protection of school district personnel regarding the disclosure of testing irregularities (See “[Protection of School District Personnel](#)” in the Appendix.)
- Conditions related to testing, as stated in NRS [391.312](#), under which a teacher may be suspended, dismissed, or not reemployed
- Conditions related to testing, as stated in NRS [391.312](#), under which an administrator may be demoted, suspended, dismissed, or not reemployed
- Conditions related to testing, as stated in NRS [391.330](#), under which the state board may suspend or revoke the license of any teacher, administrator, or other licensed employee

Each individual who is involved with the administration of state examinations will acknowledge in writing that he/she has participated in the annual and/or refresher training and that he/she has been informed of and understands the following:

- All information provided by the school district related to proper test security and test administration
- The potential consequences for failure to observe and carry out the requirements of the state and district test security plans
- The potential consequences for failure to comply with the state and district test security plans

**Training logs containing training dates and signatures of all participants must be kept at the school site and the district office for three school years.**

#### **IV. Disclosure of Test Content and Approved Answers**

**Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited.**

- The questions contained in state-mandated examinations and the approved answers are confidential, and disclosure is unlawful except under the following circumstances:
  - To the extent necessary for administering and evaluating the examinations
  - When it is *necessary for the performance of the duties* of a

- 1) State officer who is a member of the executive or legislative branch;
  - 2) Superintendent of schools of a school district;
  - 3) Director of curriculum of a school district;
  - 4) Director of testing of a school district.
- Specific questions and answers may be disclosed if the Superintendent of Public Instruction determines that the content of the questions and answers are not being used in a current examination and making the content available to the public poses no threat to the security of the current examination process.
  - Department staff and/or the Attorney General's Office are charged with determining whether gaining access to state-mandated examinations is necessary and permitted by law.
- Test administrators or proctors who are required to read test content to students as provided in their testing accommodations or designated supports must complete a "[Confidentiality Agreement Form](#)" (template located in the Appendix) prior to test administration.
  - Test administrators, proctors, school administrators, teachers, substitute teachers, and any other school personnel are not allowed to review test content for any reason unless one of the exceptions previously listed applies.
  - Test booklets or writing tests must not be copied or reproduced by any means without the prior written authorization of the test publisher and the Nevada Department of Education, nor is any individual permitted to make notes on test content.
  - Under **no** circumstances shall copies of test booklets, unreleased writing prompts, or student responses be circulated among faculty, administrators, or other persons.
  - Test questions, approved answers, unreleased writing prompts, and answer documents containing student identifying information and/or responses are the confidential property of the Nevada Department of Education, and not public record. Disclosure is strictly prohibited without written permission from the Department (i.e., in the event a district test director or other district official is conducting an investigation; or when schools retain copies of High School Proficiency Examination (HSPE) writing responses to allow for remediation.

## **V. Storage and Distribution of Test Materials**

- Test booklets, writing prompts, and student responses must be stored in locked storage cabinets while located at the district or school site. At no time may examination materials be left unattended in any area where students and others have unsupervised access. This includes loading docks and mailrooms.

- The secure storage for test materials must not be accessible to anyone other than the principal or school test coordinator, or other designated individuals who require access to the secure test materials, nor can it be used for the storage of other materials to which unauthorized individuals have access.
- District test directors (or school test coordinators if testing materials are shipped directly to the schools) must follow the directions from the Nevada Department of Education and the testing company regarding the receipt of materials and the reporting of discrepancies.
- Secure testing materials are not to be distributed to test administrators until the prescribed date for test administration. (Exception: Materials for the Nevada Alternate Assessment (NAA) may be distributed, then securely stored prior to the test date, provided it is **not** a violation of the district or school test security plan.)
- The district test director must
  - Maintain a log identifying the serial numbers of the test booklets assigned to each school (if the district office receives test materials directly from the testing company);
  - Account for all test booklets and other testing materials immediately upon their return from each school's test coordinator (if the district office receives test materials from the schools for shipment to the testing company).
- The school test coordinator must
  - Maintain a log identifying the serial numbers of the test booklets assigned to each school;
  - Maintain a log identifying the serial numbers of the test booklets assigned to each test administrator and the times materials were picked up;
  - Account for **all** test booklets and other testing materials immediately upon their return from each test administrator, including times materials were returned.
- All test administrators must
  - Maintain a log identifying the serial number of the test booklet assigned to each student in the classroom;
  - Account for **all** test booklets (including extra booklets that were not distributed to students), writing prompts, student responses, HSPE formula sheets, and other testing materials, including scratch paper, before students are allowed to leave the testing room for any reason;
  - Place test booklets in serial number order before returning to the school test coordinator.
- On completion of testing, test administrators must return testing materials to the school test coordinator in a timely manner and not later than the end of the school day on which the test(s) is/are administered. If testing will take place over a period of

more than one day, all testing materials must be returned to the school test coordinator at the end of each school day and picked up again in the morning of the next testing day, unless otherwise specified in the administration manual.

- District test directors (or school test coordinators if testing materials are shipped directly to the schools) must return answer documents and testing booklets in accordance with the established rules for the disparate testing programs. In each instance, this must be completed no later than Friday of the week following the close of the test administration window. It is imperative that schools strictly adhere to the district's timelines for the return of materials.

## **VI. Testing Locations and Prescribed Dates**

Each test must be given in a public facility approved by the board of trustees or the governing body. Charter schools using on-line coursework as the primary mode of instruction must provide a centralized location for students to appear in person to take the scheduled state-mandated examinations. Any exception to this requirement must be submitted to the Nevada Department of Education in writing no later than 60 calendar days prior to the scheduled administration. The Department will notify the district or charter school of the decision in writing no later than one week before the scheduled test date.

In accordance with Nevada Administrative Code (NAC) [389.051](#), the Nevada Department of Education prescribes the specific date or range of dates on or during which an examination or examinations will be given. If a district has special circumstances that prohibit giving the scheduled examination during the designated dates, the district test director must submit a written request for a change of date to the Nevada Department of Education Office of Assessment, Data and Accountability Management at least 60 calendar days prior to the prescribed date of the test. The ability to grant requests may be limited both by the legislative requirement for uniform statewide administration and by contractual agreements with testing companies for scoring. Test directors in districts with year-round elementary schools, year-round track schools, or other scheduling conflicts will continue to work with the appropriate Department assessment staff to schedule appropriate times for administration of required assessments to those students who will be on break throughout the designated testing periods.

Examinations must be administered by licensed employees of a district or charter school who are trained in 2015-2016 test security and administration procedures and administered in a public facility approved by the board of trustees or the governing body. Unlicensed personnel, student teachers, teacher's aides, emergency substitute teachers, and parent and community volunteers may act as proctors and not as test administrators. EXCEPTION: Provided it is not a violation of **district** testing procedures, qualified paraprofessionals who have certified on the WIDA website ([www.wida.us](http://www.wida.us)) for the appropriate assessments may administer the Speaking (all grades) and Kindergarten portions of the English Language Proficiency Assessment (ELPA). Administration must occur under the direct supervision of assigned, licensed personnel who are trained in 2015-2016 test security and administration procedures.

## VII. Testing Environment

- Place-value indicators, number lines, charts, posters, or any materials that provide specific factual information or guidance (e.g., definitions, test-taking strategies, multiplication charts, hundreds charts, fraction-decimal-percent equivalency charts, graphic organizers, annotated samples of essays or paragraphs, or sample introductory and concluding techniques) must be removed or covered with blank, opaque material.
- Student desk/table tops must be cleared of any material not specified in the test administration manual. Material that is affixed to desk tops must be covered with blank, opaque material.
- All testing materials must be distributed or accessed prior to the beginning of the testing session.
- Scratch paper may only be plain unlined, lined, or grid-only (unlabeled) graphing paper. No other pre-printed material is permitted on the front or back except for student identifying information.
- Students may not have access to personal materials, including electronic devices, during testing unless a student has a specific accommodation or designated support, or the device is required for a specific assessment. Unauthorized possession of non-permissible materials may result in invalid scores.
- Parents or guardians of students who are testing must not be allowed in the testing room.
- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- The HSPE formula sheet is provided in the test booklet to assist students and is permitted for use during the Math test.
- **The following aids may be displayed, but individual copies may not be provided to students for use during the test:**
  - Writing scoring guides provided by the Department of Education
  - Word walls or word lists without definitions, visual aids (including color coding), or labels
- **Materials provided by the Department of Education may not be paraphrased or modified (except for enlargement).**

## VIII. Administration of Examinations

- The identity and eligibility of all students who participate in testing at the secondary level must be verified in accordance with the district test security plan.
- Students who begin their senior year as credit deficient but have an academic plan projecting high school graduation by the end of the current school year may submit a written request to the district's Superintendent of Schools to take the examinations

under the grade 12 schedule. School districts should maintain detailed documentation for students who meet these criteria.

- Administration of examinations to students NOT eligible to take them, including students who have previously passed, is strictly prohibited.
- Students are only permitted to take a test one time at a school during a test administration window.
- At least one test administrator and a sufficient number of proctors must be provided in each testing room to adequately supervise the testing. A ratio of one test administrator to not more than 30 students is strongly recommended.
- Districts or schools should arrange for Reading, Mathematics, Science, and Writing tests to be administered by school officials who do not teach the subject tested.
- Testing sign-in and sign-out sheets must include times.
- All individuals present in the testing room—including students, licensed and unlicensed personnel, and any unauthorized individuals who may have entered the room—must be documented.
- Additional materials beyond those specified in test administration instructions, or documented on a student's testing accommodation form or as designated supports, cannot be provided to or made available to students for use during a test administration.
- At no time shall students be left unattended with testing materials.
- Test administrators must read and follow the script provided in the administration manuals for administering each test.
- Test administrators and proctors must circulate through the room, ensuring that students are on task and marking in the correct section of the test.
- Test administrators, proctors, or other adults may not provide assistance of any kind (including gestures, signals, rewards, or any other form of communication) beyond making certain that students understand the instructions for taking the test.
- Students may not provide assistance of any kind on testing material to other students.
- All incidents involving student cheating must be handled in accordance with district and/or school disciplinary action procedures.
- Photographing, recording, or transmitting any part of a test or testing session is PROHIBITED unless the activity is required for the administration of the NAA.

- For all assessments, food and beverages are only permitted during a supervised break.
- A restroom break should be provided prior to the test administration. Breaks taken during the grade 3 – 8 administrations and the HSPE are allowed, but must be supervised, and peer interaction is prohibited. Breaks lasting more than 20 minutes for computer-based administrations will prevent students from returning to items already attempted in the section. See the specific test administration manual regarding breaks for the College and Career Readiness Assessment.
- For the grade 3 – 8 administrations and the HSPE, additional time in a test-conducive setting **must** be allowed for any student who is working productively at the end of the scheduled testing session. Follow your school’s test security plan for guidance regarding logistics. Students must not interact with peers during this process, and must be accompanied by trained, licensed staff while in possession of test materials.
- The ELPA and Career and Technical Education (CTE) Assessments are timed tests for students who are not testing with accommodations.
- Students—including students testing with accommodations—may not return to a previously-administered paper/pencil test on a subsequent day. For the Writing HSPE, both topics must be completed the same day, unless the Department has provided advance written approval for a special accommodation.
- For the NAA, students may take as many breaks as is necessary, resuming the test at the point where it was stopped during the previous testing session.
- Electronic devices are strictly PROHIBITED unless a student has an accommodation plan or designated support that allows a specific permissible device, or unless they are required for a specific assessment (see the Calculator Clarification document at <http://www.doe.nv.gov/Assessments> for guidance regarding the use of calculators). Unauthorized possession of electronic devices may result in invalid scores.
- Examinations are to be administered in English. See the Designated Supports documents at <http://www.doe.nv.gov/Assessments> regarding the use of glossaries and translated directions.
- The test administrator or proctor of the ELPA Speaking Test (all grades) and Kindergarten Test must have English native fluency.
- **All** testing materials, including test booklets, writing prompts, student responses, HSPE formula sheets, and scratch paper, must be returned to the test administrator and accounted for before a student is allowed to leave the testing area for any reason. Extra care must be taken to monitor the students’ use of scratch paper to avoid cheating.



- Students who finish before the end of the scheduled testing period may be excused according to school test security procedures. If students are not to be excused, they may bring books or other reading materials (paper versions only—no electronic devices) to occupy their time quietly if they complete testing early. These materials must not be on student desk or table tops while they are testing. Students may store these materials under their desks or on a table in the front or back of the room. Test administrators may also provide reading materials (paper versions only—no electronic devices) to students. Plan ahead for this activity, as it is not appropriate for students to reach into their desks or backpacks while testing is in progress. Drawing and writing are **not** permitted.
- Failure to adhere strictly to consistent and uniform test administration procedures may result in the invalidation of student scores. A student whose test has been invalidated may count as a participant on the assessment for purposes of Nevada School Performance Framework (NSPF); however the student will be placed in the lowest achievement level. For additional information on NSPF, go to <http://nspf.doe.nv.gov/>.

## **IX. Reporting and Investigating Testing Irregularities**

- All evidence and documentation related to test security investigations is confidential.
- If the Department has reason to believe that a violation in testing administration or testing security has occurred, the Department has an obligation to investigate the incident as it deems appropriate. Districts and schools are required to comply with the Department's requests for documentation and information relevant to the investigation (NRS [389.624](#)).
- In accordance with NRS [389.628](#), a school official who has reason to believe that a violation of the state or district test security plan has occurred must immediately report the incident to the district board of trustees. The district test security plan may require all reports of test security violations to be first directed to the school principal for reporting to the district board of trustees.
- If the board of trustees has reason to believe that a violation of the state or district test security plan has occurred regarding a state-mandated test, NRS [389.628](#) requires that the board of trustees must do the following:
  - Immediately report the incident to the test security coordinator at the Department either orally or in writing.
  - Ensure that a Report of Testing Irregularity is submitted to the Department within 14 school days after the incident occurred (report [template](#) located in the Appendix).
  - Begin an investigation of the incident in accordance with NRS [389.628](#).
    - ❖ If a potential breach in the security of the state assessment program has occurred, and the school has video surveillance equipment capable of downloading and

saving a digital clip of the alleged occurrence, that clip must be retained as evidence for three school years.

- ❖ All other evidence related to test security investigations must be retained for three school years.
- ❖ **The district test director must submit all investigative findings to the Department test security coordinator, even if the district determines at the conclusion of the investigation that an irregularity did not occur.**
- In order to expedite the reporting process, the board of trustees may designate the district test director or other school district official to receive reports of test security violations on behalf of the board. The manner in which school officials will contact the school district board of trustees with regard to reports of test irregularities and how the board will, in turn, notify the Department must be clearly stipulated in the District Test Security Plan.
- The Department may choose to conduct an investigation separately or in conjunction with the school district.
- Upon receipt of a Report of Testing Irregularity, the test security coordinator will review the report and issue a case number. The district test director will then receive a notification of receipt referencing the case number and name of the school where the irregularity occurred.
- The majority of the communication regarding the [Report of Testing Irregularity](#) will occur between the district test director and the Department test security coordinator.
- A team of reviewers consisting of the Department test security coordinator and specific assessment program manager will do the following:
  - Conduct a thorough review of the information contained in the Report of Testing Irregularity.
  - If necessary, request additional information to assist in the review process from the school principal, district test director, or other school official involved in the reported testing irregularity.
  - Determine whether evidence exists to indicate that actions which resulted in the testing irregularity were conducted intentionally.
  - Determine whether evidence exists to indicate that consequences associated with the testing irregularity have resulted in, or could result in, significant damage to the program.
  - Determine whether sufficient evidence exists to warrant invalidation of student scores.
- If the Department's team of reviewers determines that an irregularity in test administration or security has occurred, but there is no evidence that the irregularity

- was intentional, and there is no evidence that the consequences associated with the irregularity could result in significant damage to the program, the test security coordinator shall notify the board of trustees or its designee in writing indicating the results of its findings. These results may include, but are not limited to, the following:
- A requirement for the district or school to conduct an additional administration of the examination
  - A requirement for the district or school to complete a corrective action plan
  - The Department's recommendations and/or requirements for inclusion in the district or school corrective action plan
- If the Department's team of reviewers determines that there is sufficient evidence that an intentional irregularity in testing administration or security has occurred, or there is evidence that the consequences associated with the irregularity (regardless of intent) resulted in or may result in significant damage to the program, the test security coordinator shall notify the board of trustees or its designee in writing indicating the results of its findings. These results may include, but are not limited to, the following:
- A requirement for the district or school to conduct an additional administration of the examination
  - A requirement for the district or school to complete a corrective action plan
  - The Department's recommendations and/or requirements for inclusion in the district or school corrective action plan
  - A requirement for the district to begin an investigation in order to obtain further information regarding the testing irregularity
  - Information that the report is being submitted to the Deputy Attorney General for further review
  - A requirement for the invalidation of student test scores
- When an irregularity in test administration or an irregularity in test security results in the invalidation of student test scores, those test scores **will** be included in the scores of students reported for the school for purposes of determining NSPF. In addition, instances of cheating on state-mandated assessments require that a student's scores be invalidated. The student will be placed in the lowest achievement level. However, the student **may** be included in the school's count of students who participated in the assessment.
- If the Department's team of reviewers determines that at least one testing irregularity occurred at a school during one school year on any state-required examination, excluding the High School Proficiency Examination, and in the immediately succeeding school year, at least one additional irregularity of the same type occurs, the review team shall determine whether the irregularity warrants an additional administration of the examination.

- If the review team determines that an additional administration of the examination is required, the Department shall notify the school district and the school of this determination. The additional administration may include an entire grade or specific pupils as determined by the Department.
- In determining whether to require a school to provide for an additional administration, the Department shall consider the following:
  - Whether the testing irregularity required the scores of pupils to be invalidated
  - Whether sufficient time remains in the school year to provide for an additional administration
- The additional administration must occur in the same school year in which the irregularity occurred. The school district shall pay for all costs related to the additional administration. Additional test administrations required of charter schools will be paid directly by the charter school itself.
- Unless determined otherwise, the district test director will coordinate the additional test administration, with the assistance of school district administrators as he/she deems necessary.
- A school principal will be required to file a corrective action plan with the Department under conditions which include, but are not limited to, the following:
  - When an investigation reveals that the testing irregularity resulted from inappropriate school-level test administration and/or an inadequate security protocol, including lack of appropriate storage and distribution of testing materials
  - When an investigation reveals that the school principal did not provide for adequate or sufficient training of school personnel in test administration and/or security procedures
- A district test director will be required to file a corrective action plan with the Department under conditions which include, but are not limited to, the following:
  - When an investigation reveals that the testing irregularity resulted from inappropriate district test administration and/or an inadequate security protocol, including lack of appropriate storage and distribution of testing materials
  - When an investigation reveals that the district test director did not provide for adequate or sufficient training of school district personnel in test administration and/or security procedures
- The Department test security coordinator will forward a report of testing irregularity to the Deputy Attorney General for review if an investigation reveals that a licensed employee of the school district or charter school (a) was responsible for a breach in the security or confidentiality of the test's questions or answers, or (b) intentionally

failed to observe and carry out the requirements of the district and state test security plans.

- If the report is forwarded to the Deputy Attorney General, the Deputy Attorney General and the Superintendent of Public Instruction shall determine if there is sufficient evidence to issue a charging document against an individual or individuals.
- If it is determined that the evidence is insufficient to issue a charging document against an individual(s) for (a) a breach in the security or confidentiality of a test's questions or answers, or (b) intentional failure to observe and carry out the state or district test security plan, the Department test security coordinator will report this finding in writing to the district testing director. No disciplinary action will be taken by the Department, but **this does not preclude a school district from taking disciplinary action.**
- If the evidence is sufficient to support a charging document against an individual(s) for (a) a breach in the security or confidentiality of a test's questions or answers, or (b) intentional failure to observe and carry out the state or district test security plan and the Superintendent of Public Instruction decides to take action for the suspension or revocation of the individual's license, a notice of complaint will be issued to the licensee.
- When there is sufficient evidence to take action against an individual's license, both the significance of the testing irregularity and the intent of the individual's actions are factors considered in evaluating the appropriateness of suspension or revocation of license.

## **X. Assurances from Principals**

In accordance with NAC [389.054](#), the principal of each site where state tests are administered is required to accept responsibility for both the proper administration of the tests at that site and the physical security of the test materials including test booklets, prompts, and completed answer documents. Although the principal may choose to assign test scheduling and training responsibilities to a school test coordinator, delegating these duties does not absolve the principal of the ultimate responsibility for test security and proper test administration. The principal must be familiar with the prescribed procedures for administering the tests and certify, on an annual basis, that these procedures will be followed at the school. On or before September 15 of each year, the principal of each public school, including charter schools, shall submit to the Department of Education a statement that the principal will ensure that the school will comply with the regulations and statutes related to the confidentiality of testing materials, proper administration of the state-mandated tests, and provision for annual test security training as well as refresher trainings prior to each specific test administration.

To maintain uniformity for this requirement, the Nevada Department of Education has prepared a form entitled "Authorization to Administer Examinations in Accordance with Nevada Revised Statutes and the Nevada Administrative Code." Schools will receive this form from their

district test directors, who are responsible for collecting the forms from the schools and submitting them to the Department. In the event that a new principal joins the school after the submission of the original authorization form, the school must submit a replacement form with the new principal's signature. **Only schools that have submitted a completed form are authorized to receive test materials.**

Private, exempt, and non-district-affiliated schools that participate in the Nevada Department of Education testing program must complete and return the form prior to receipt of any examination materials. Private schools that wish to participate in state assessments must be in compliance with all Private School statute and administrative code requirements within NRS and NAC chapter [394](#), must attend the Nevada Department of Education's test security and administration training in September, and must submit a school test security plan to the Department test security coordinator before being eligible to receive testing materials. **Failure to adhere to these requirements will result in disallowance to administer examinations at the school site.**

## **APPENDIX**

**Confidentiality Agreement Form**

**Protection of School District Personnel**

**Registration Form for Home-Schooled Students**

**Report of Testing Irregularity**

**Terms and Definitions**

**Confidentiality Agreement Form**  
**Nevada Department of Education Testing Program**

*2015-2016 School Year Only*

*This form is to be completed prior to test administration by a test administrator or proctor or other designated individual who is authorized to view test content in order to provide specific documented accommodations or designated supports, or as needed for administration of the Nevada Alternate Assessment or English Language Proficiency Assessment. Test security procedures must be strictly adhered to in test administration for all students.*

Test security and student confidentiality are of utmost importance to the Nevada Department of Education. As a test administrator or proctor for students receiving accommodations and/or designated supports on state assessments, you have access to materials that must be regarded as secure, specifically, any content that you read in any of the testing booklets or writing prompts, and student responses. All materials must be treated as confidential. You are not to reproduce any materials, directly or indirectly, not to disclose the contents of these materials to anyone, not to discuss the test with anyone, not to take notes about what you read, and not to by any other means reveal the contents of the test.

We are certain that you share our concern that all assessment materials and student responses be handled in a professional, secure, and confidential manner. By signing this form, you agree to abide by these procedures.

Please retain the original signed form with the school's test security documentation. (Do not forward copies to the Department.)

\_\_\_\_\_  
Teacher Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School/Work



**Protection of School District Personnel**  
**Regarding the Disclosure of Testing Irregularities**  
***2015-2016 School Year***

Nevada Revised Statutes (NRS) [391.600](#) through [391.648](#) provide for specific rights and responsibilities of school district personnel with regard to the disclosure of irregularities in testing administration and testing security relative to all state and district-mandated examinations. NRS [391.644](#) also requires the Department to annually submit a written summary of these rights and responsibilities to the board of trustees of each school district and to the governing body of each charter school.

**Definitions**

- **“Examination”** means achievement and proficiency examinations that are administered to pupils pursuant to [389.550](#), [389.805](#), and [389.807](#), and includes the following:
  - English Language Arts (ELA), mathematics, and science assessments in grades 3 – 8
  - High School Proficiency Examinations in Reading, Mathematics, Science (including grade 10), and Writing
  - End-of-Course Examinations
  - College and Career Readiness Assessment
  - Any other examinations that measure achievement and proficiency of pupils and which are administered to pupils on a district-wide basis
- **“Irregularity in testing administration”** means the failure to administer an examination in the manner intended by the person or entity that created the examination.
- **“Irregularity in testing security”** means an act or omission that tends to corrupt or impair the security of an examination, including, without limitation:
  - The failure to comply with the department or district security procedures.
  - The disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law.
  - Other breaches in the security or confidentiality of the questions or answers to questions on an examination.
- **“Reprisal or retaliatory action”** is action that is taken because the school official disclosed information concerning testing irregularities and includes, without limitation:
  - Frequent or undesirable changes in the location of an office;
  - Frequent or undesirable transfers or reassignments;
  - The issuance of letters of reprimand, letters of admonition or evaluations of poor performance;
  - A demotion;
  - A reduction in pay;
  - The denial of a promotion;
  - A suspension;

- A dismissal;
- A transfer; or
- Frequent changes in working hours or workdays.
- “School official” means:
  - A member of a board of trustees of a school district;
  - A member of a governing body of a charter school; or
  - A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school.

### **Rights and Responsibilities**

- School officials are encouraged to disclose testing irregularities, and it is the intent of the legislature to protect the rights of a school official who makes such a disclosure.
- A school official shall not directly or indirectly use or attempt to use his official authority or influence to intimidate, threaten, coerce, command, or influence another school official in an effort to interfere with or prevent the disclosure of information concerning testing irregularities. “Official authority or influence” includes taking, directing others to take, recommending, processing, or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation, or other disciplinary action.
- If reprisal or retaliatory action is taken against a school official who discloses information concerning testing irregularities within 2 years after the information is disclosed, the school official may file a written appeal with the state board for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that specifies:
  - The facts and circumstances leading to the disclosure of information concerning testing irregularities; and
  - The reprisal or retaliatory action that is alleged to have been taken against the school official.
- The state board may issue a subpoena to compel the attendance or testimony of any witness or the production of any materials needed as part of the appeal investigation.
- If the state board determines that the action taken was a reprisal or retaliatory action, it may issue an order directing the proper person to desist and refrain from engaging in such action.
- The state board may not rule against the school official based on the identity of the person or persons to whom the information concerning testing irregularities was disclosed.
- No school official may use the provisions outlined in this summary to harass another school official.
- A person who willfully discloses untruthful information concerning testing irregularities:
  - Is guilty of a misdemeanor; and
  - Is subject to appropriate disciplinary action.
- These provisions do not apply to offenses committed before July 1, 2001.

- Upon receipt of this summary, the board of trustees or governing body shall provide a copy of the written summary to all school officials within the school district or charter school.

# Registration Form for Home-Schooled Students

Nevada Department of Education Testing Program

*2015-2016 School Year*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Grade

\_\_\_\_\_  
Student Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

\_\_\_\_\_  
Date of Birth

Indicate requested test, date and testing location. See testing calendar for available dates.

HSPE READING

	DATE:	_____
	LOCATION:	_____

HSPE MATH

	DATE:	_____
	LOCATION:	_____

HSPE SCIENCE (INCLUDING GRADE 10)

	DATE:	_____
	LOCATION:	_____

HSPE WRITING

	DATE:	_____
	LOCATION:	_____

ELA I

	DATE:	_____
	LOCATION:	_____

ELA II

	DATE:	_____
	LOCATION:	_____

Math I

	DATE:	_____
	LOCATION:	_____

Math II

	DATE:	_____
	LOCATION:	_____

ACT

	DATE:	_____
	LOCATION:	_____

As the parent/legal guardian of this student, I am providing my assurance that the student meets the eligibility requirements for participation in the examination(s) listed above. Failure to comply with the rules and policies or falsifying information on this form may result in disqualification of eligibility or invalidation of scores. Contact your district testing office for specific eligibility requirements.

\_\_\_\_\_  
Print Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
District Administrator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*Districts should maintain this form in their files. On the date of testing, the student must present appropriate photo identification (including name) at the testing location.*

# Report of Testing Irregularity

## *Nevada Department of Education* *2015-2016 School Year*

This report must be completed within 14 days of the incident in which an irregularity in test security and/or test administration has occurred. A copy of this report is to be **submitted to the test director in your school district**, who must immediately forward a copy of the report to the test security coordinator at the Nevada Department of Education. State public schools (not part of State Public Charter School Authority) and private schools must forward the report directly to the Department.

**Address: 700 East Fifth Street, Room 107, Carson City, NV 89701**  
**E-mail: [cmason@doe.nv.gov](mailto:cmason@doe.nv.gov) Fax: 775-687-9240**

Test Directors may contact Carol Mason (775-687-9260) at the Nevada Department of Education for more information.

School: \_\_\_\_\_ District: \_\_\_\_\_ Date: \_\_\_\_\_

Name of School Principal: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_ Phone #: \_\_\_\_\_

Title: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

### HSPE READING

☐ GRADE(S): \_\_\_\_\_

### HSPE MATH

☐ GRADE(S): \_\_\_\_\_

### SCIENCE (GRADE 10 AND HSPE RETEST)

☐ GRADE(S): \_\_\_\_\_

### HSPE WRITING

☐ GRADE(S): \_\_\_\_\_

### END OF COURSE

☐ ELA I ☐ ELA II

☐ MATH I ☐ MATH II

### CRT

☐ GRADE: \_\_\_\_\_ CONTENT AREA: \_\_\_\_\_ CAT OR PT: \_\_\_\_\_  
(IF APPLICABLE) \_\_\_\_\_  
\_\_\_\_\_

### NAA:

☐ GRADE(S): \_\_\_\_\_  
CONTENT AREA: \_\_\_\_\_

### ELPA:

☐ GRADE(S): \_\_\_\_\_  
DOMAIN: \_\_\_\_\_

### CTE:

☐ TEST/CONTENT AREA: \_\_\_\_\_



4. Procedures and publications distributed by the Nevada Department of Education contain provisions that should have prevented this testing irregularity.

Which procedure(s) was/were not followed?

5. What action has been taken to help ensure against future testing irregularities in your school?

6. Please provide your recommendation with regard to any further appropriate action that might be taken with regard to this incident.

7. Were answer documents coded as “invalid” (check one)?

Yes \_\_\_\_\_ No \_\_\_\_\_

8. If question 7 is applicable, provide student information in the table below.

Last Name	First	MI	ID #	DOB	Content Area(s)



## Terms and Definitions

The following terms and definitions will be used when referring to the Nevada Department of Education testing program:

- **“Examination”** means achievement and proficiency examinations that are administered to pupils pursuant to 389.550, 389.805, and 389.807, and includes the following:
  - English Language Arts (ELA), mathematics, and science assessments in grades 3 – 8
  - High School Proficiency Examinations in Reading, Mathematics, Science, and Writing
  - End-of-Course Examinations
  - College and Career Readiness Assessment
  - Any other examinations that measure achievement and proficiency of pupils and which are administered to pupils on a district-wide basis
- **“Irregularity in testing administration”** means the failure to administer an examination in the manner intended by the person or entity that created the examination.
- **“Irregularity in testing security”** means an act or omission that tends to corrupt or impair the security of an examination, including, but not limited to, the following:
  - Failure to comply with state or district security procedures
  - Disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law
  - Other breaches in the security or confidentiality of the questions or answers to questions on an examination
- **“School official”** means the following:
  - A member of a board of trustees of a school district
  - A member of a governing body of a charter school
  - A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school
- **“District Test Director”** is appointed by the school district superintendent and refers to the individual who represents an individual school district on all matters of testing, including, but not limited to, the following:
  - Serving as a liaison between the local school district and the Nevada Department of Education
  - Assisting the local board of trustees in the development of a district test security plan
  - Organizing the district testing calendar
  - Ensuring that school principals and school test coordinators are adequately trained and informed of all relevant test administration guidelines and procedures
  - Disseminating and collecting testing materials

- **“School Test Coordinator” or “Test Coordinator”** is the school principal or a licensed individual appointed by the school principal and refers to the person who represents the school on all matters of testing that may include, but are not limited to, the following:
  - Assisting the school principal by serving as a liaison between the school and the district test director
  - Assisting the school principal in the development of school test administration procedures
  - Assisting the school principal in providing annual training for school officials involved in test administration
  - Assisting the school principal in organizing the test schedule
  - Assisting the school principal in the dissemination and collection of test materials
  - Assisting the school principal in assigning school officials to administer or proctor the assessments

**Although school principals may delegate testing responsibilities to a school test coordinator, the school principal assumes final responsibility for the proper training and administration of all state-mandated testing.**

- **“Classroom Test Administrator” or “Test Administrator”** is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:
  - Administering the assessment to an assigned group of students in accordance with all test security and test administration procedures
  - Assuming primary responsibility for the verification of the identity and eligibility of each student participating in the assessment (in accordance with procedures outlined in the district test security plan)
  - Assuming primary responsibility for the dissemination and collection of each student’s test materials
  - Assuming primary responsibility for the supervision of students during their participation in the assessment
  - Ensuring that students are taking the assessment in accordance with test security and test administration procedures
  - Following up on unusual behavior or activity on the part of the students
  - Assuming primary responsibility for ensuring that applicable time limits are being adhered to
- **“Classroom Proctor” or “Proctor”** is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:
  - Assisting the classroom test administrator in supervising students during their participation in the assessment
  - Ensuring that students are taking the assessment in the manner in which they were instructed by the classroom test administrator

- Immediately notifying the classroom test administrator of any unusual behavior or activity on the part of students
- Assisting the classroom test administrator in the dissemination and/or collection of test materials
- Assisting the classroom test administrator in ensuring that applicable time limits are being adhered to